

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA
A Member of the University of Louisiana System

Invitation to Bid

**Furnish and Deliver Motor Vehicle Hang-tags and
Decals for Parking Operations and Southeastern University**

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

DIRECTOR OF PURCHASING: Richard Himber
Telephone: (985) 549-2064

PROCUREMENT SPECIALIST: Monette Scott
Telephone: (985) 549-5432

REQUISITIONED BY: Gary Prescott
Telephone: (985) 549-2877

RELEASE DATE: February 18 , 2020

FAX INQUIRY DEADLINE: February 21, 2020

BID OPENING DATE: March 3, 2020

BID OPENING TIME: 4:00 p.m., Central Time

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
2400 North Oak Street
Hammond, Louisiana

**Notice: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED
BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE
FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.**

To be considered for award, bidder shall return Southeastern bid response forms completed and all samples requested for consideration. Solicitation will be automatically disqualified if any samples or bid response forms are missing.

This ITB is available in electronic form at
<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42> It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that maybe issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

STATE OF LOUISIANA
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HAMMOND, LOUISIANA

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address:	Southeastern LA University	Delivery:	Southeastern LA University
	Purchasing Department		Purchasing Department
	SLU 10800		Property Control & Supply Bldg
	Hammond, LA 70402		2400 North Oak St
			Hammond, LA 70402

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) Bid Forms: Per LA R.S. 39:1556, all written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink or electronic signature by an authorized representative of the bidding entity. Bids submitted in the following manner will not be accepted: (1) Bid contains no signature indicating intent to be bound; (2) Bid filled out in pencil; (3) Bid sent by facsimile equipment or email. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and timestamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.
- 3) Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.

- 4) Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
- 5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.
- 6) Signature Authority: In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) Prices: Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) Payment Terms: Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) Delivery: Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) Taxes: Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) New Products: Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) Default of Contractor: Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

- 7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) Equal Opportunity: By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, sexual orientation, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

- 10) Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

A Member of the University of Louisiana System

Rvdsd. 1/2020

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE SIGNATURE FORM

BIDDER'S NAME: _____

TELEPHONE NO: _____ FAX NUMBER _____

MAILING ADDRESS: _____
ADDRESS CITY STATE ZIP

SCOPE: Furnish and deliver Motor Vehicle Hang-tags and Decals for University Parking Operations and Southeastern University per specifications and requirements.

Contract Term: May 1, 2020 through June 30, 2021.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

OTHER REQUIREMENTS:

Bidder shall include the cost of transportation and handling in the unit price of each item offered - F.O.B. University, Hammond, LA.

The bidder shall return samples of all hang-tags and descriptive literature of the items with the bid response form for evaluation purposes. If all samples are not included in the bid response, bid will be rejected.

The attached Instructions to Bidders and General Conditions shall be a part hereof.

TO THE VENDOR:

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict, unless otherwise specified, the submission of equivalent products.

Sample photos are attached for all items.

TERMS: Net 30 Prox., F.O.B. University Receiving Station, Hammond, Louisiana.

TAXES: Any taxes, other than state sales and use tax shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

THIS BID RESPONSE SUBMITTED BY: _____

AUTHORIZED OFFICER: _____
Signature (Print or Type Name)

TITLE: _____ DATE: _____

HANGTAG/DECAL PARKING PERMITS 2020-2021

No.	ITEM	PER UNIT	UNITS NEEDED	PRICE
1.	Faculty/Staff Hangtags (see specifications for hang-tags) Clear shrink-wrapped bundles of 50		1000	
2.	Forever Hangtags (see specifications for hang-tags) Clear shrink-wrapped bundles of 50		1500	
3.	Handicap Hangtags (see specifications for hang-tags) Clear shrink-wrapped bundles of 50		200	
4.	Temporary Faculty/Staff Hangtags a) expiration date 12/31/20 b) expiration date 5/31/21 (see specifications for hang-tags) Clear shrink-wrapped bundles of 50		900 (450) (450)	
5.	Upperclass Hangtags (see specifications for hang-tags) Clear shrink-wrapped bundles of 50		8000	
6.	Freshman Hangtags (see specifications for hang-tags) Clear shrink-wrapped bundles of 50		3000	
7.	All Park Hangtags (see specifications for hang-tags) Clear shrink-wrapped bundles of 50		100	
8.	Residential Life Hangtags (see specifications for hang-tags) Clear shrink-wrapped bundles of 50 <ul style="list-style-type: none"> • <u>a) Zone 4</u> • <u>b) Zone 5</u> • <u>c) Zone 6</u> • <u>d) Zone 7</u> • <u>e) Zone 8</u> • <u>f) Zone 9</u> 		<u>350</u> <u>700</u> <u>400</u> <u>600</u> <u>700</u> <u>100</u>	
9.	Faculty/Staff Decals (see specifications for security stick vehicle decals) Clear shrink-wrapped bundles of 25		25	
**	Left blank intentionally	***	***	***

10	Forever Decal (see specifications for security stick vehicle decals) Clear shrink-wrapped bundles of 25		25	
11.	Motorcycle Decals (see specifications for Motorcycle/Bicycle Sticker decals) Clear shrink-wrapped bundles of 75		100	
12.	Bicycle Decals (see specifications for Motorcycle/Bicycle Sticker decals) Clear shrink-wrapped bundles of 50		200	
13.	Yellow Temporary Permit (see specifications for "Yellow Temporary" permits) Clear shrink-wrapped bundles of 50		8000	
14.	Blue Handicap Temporary Permit (see specifications for "Temporary" Permits) Clear shrink-wrapped bundles of 50		150	
15.	Green Special Medical (see specifications for "Temporary" Permits) Clear shrink-wrapped bundles of 50		150	
16.	Temporary Music Permits (see specifications for "Temporary" Permits) Clear shrink-wrapped bundles of 50		100	
17.	Temporary Speech Permits (see specifications for "Temporary" Permits) Clear shrink-wrapped bundles of 50		150	
18.	Temporary Rec Permits (see specifications for "Temporary" Permits) Clear shrink-wrapped bundles of 50		500	
19.	Temporary Contractor Permits (see specifications for "Temporary" Permits) Clear shrink-wrapped bundles of 50		50	

Artwork will be sent to awarded vendor

Note: This bid will be awarded on an ALL or NONE basis

Note: Samples of artwork are attached and numbered according to Items# above. A sample of each hangtag is requested to be returned with the solicitation response for evaluation purposes. Failure to do so shall cause rejection of the bid without further consideration.

BID RESPONSE FORM

DELIVERY

The expected delivery date for hangtags and decals is June 1, 2020, to be delivered to Southeastern University, 2400 North Oak Street, Hammond, LA 70402. If the bidder cannot meet the expected delivery date, state the date of delivery.

Bidder shall indicate ability to meet delivery date or state date of delivery.

[] Guarantee delivery on or before June 1, 2020

[] Other: State Date of delivery: _____

All unit bid prices quoted shall be quoted F.O.B. Destination.

CONTINUATION

If mutually agreeable between the University and the successful bidder, this contract may be extended at the same prices, terms, and conditions, for an additional four (4) twelve (12) month periods.

AWARD

This bid will be awarded on al ALL or NONE basis.

Samples of artwork are attached and numbered according to the items number above. A sample of each hangtag shall be returned with the solicitation response for evaluation purposes. Failure to do so may cause rejection of the bid without further consideration.

GENERAL

1. Artwork will be sent electronically to awarded vendor.
2. Picture of hangtags and decals are attached and numbered accordingly.
3. Note: All tags ordered will have the square bump hook.

Name of Bidder: _____ Bidder's Initials _____

Specifications for Hangtags

Design and Size:

The design and size of the hangtags shall be according to the attached drawings and these specifications.

Materials:

Hangtags will be manufactured on a Triplex material or equal product. The hangtags shall consist of three (3) layers. The center layer shall be a single layer, highly filled micro porous, plastic film 14 mils in thickness. The center layer must not delaminate under the demand of normal hangtag applications. The center layer shall be sandwiched between two 10 mil polyester outer layers, with an aggressive adhesive. The total thickness of the hangtags will be 34 mills.

Weathering Qualities:

The triplex construction or equivalent will exhibit no color change when tested 400 hours AATTC, 16-A method and will develop only minimal curl in sunlight for one (1) year. Minimal curl will be 3/8" in the 2 3/4" dimension when exposed to sunlight in use on an automobile rearview mirror. This measurement is the evaluation of the top of the arc to a place 55 upon which the sample rests.

The permits must be guaranteed to perform satisfactorily in the heat and not to break in the cold and withstand the general intended use with daily handling and transferring. All printing and numbering on permits shall be done using sun resistant inks that will remain in good legible condition for a period of one (1) year after permit has been in use on vehicle.

Size:

Size shall be 3" x 5" with four rounded corners and a special die cut for easy application, to hang from rearview mirror.

All hangtags are to have the Square Bump Hook as indicated.

Numbering Bagging and Packaging:

Each series of hangtags shall be consecutively numbered, in accurate sequences, with a series of (five) 5 numbers as indicated on the attached sheets. The serial numbers shall be legible, clearly defined and 3/8 inch in size as indicated on the attached sheets. Permit number shall be continuous (no breaks or spaces) and of the same size and type font. Erasures, strikeouts, or misprints will not be accepted. Bidders shall guarantee no missing or duplicate numbers on all hangtags. The mere listing of missing numbers is not acceptable. Hangtags are to be shrink-wrapped in clear security mark film imprinted with the name of the sticker manufacturer. The hangtag shall be packaged in durable corrugated cartons. The inside carton shall be of the sufficient depth to be flush with the level of the hangtags that are contained there. All shipping cartons must be labeled with the quantity and numbering sequence of hangtags that are contained in each. All cartons must be sealed with safety tape imprinted with the name of the hangtag manufacturer.

Reverse Numbering:

The numeric number shall be a 36pt (3/8") or 72pt (3/4") printer bold. The successful vendor must be able to provide both the category classification and a reverse number in variable colors of ink, not limited to black and/or red. This category and number may be reversed out of the graphic design. A white reading number printed on a black background will not be acceptable.

No Bar Code Numbering:**Custom 2D/3D Hologram:**

All hangtags shall have a printed strip "security one holographic foil" permanently attached to the permit's front face. This foil must be unique to only the individual supplier and not available to the general public as an anti-counterfeiting feature. The holographic foil must be designed exclusively for the vendor. The foil shall be attached to the hangtag by a "hot stamping" method.

Delivery:

Vendor must be able to print, package, and bulk ship to the parking office, ready for distribution.

Default in Delivery:

If the contractor refuses or fails to make delivery of the hangtags within the time specified, or a satisfactory portion thereof, Southeastern Louisiana University may terminate the right of the contractor to proceed with delivery or such parts thereof as to which there has been a delay. In such an event, the University may purchase similar hangtags by contract and the defaulted contractor and his sureties shall be liable to the University for any excess cost occasioned the University thereby; provided that the contractor shall not be charged with any excess cost occasioned the University by the purchase of hangtags in the open market or under contracts when the delay of the contractor in making deliveries is due to the unforeseeable causes beyond the control and without the fault or negligence of the contractor, including but not restricted to, acts of God or of the public enemy, acts of the State Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargos and unusually severe weather, but not including delays caused by the malfunction of the contractor's equipment, provided further that the contractor shall immediately notify the University in writing of the causes of delay, who shall ascertain the facts and extent of delay, and his findings of facts therein shall be final and conclusive on the parties thereof.

Receipt of Hangtags:

All hangtags must be received at Southeastern Louisiana University, subject to verification and inspection when the original dispenser or equivalent boxes are opened. Any hangtag furnished not complying in every manner with these specifications and attached drawings will be rejected and must be replaced without cost to the University upon notice to the contractor. All hangtags rejected by the University shall be destroyed under the direction of the University or their authorized agent or agents.

Reservations:

The price of the decal or permit will be the primary consideration; however, if it is determined that the product does not meet the specifications written in the bid document, the award will go to the next lower bid that does meet specifications.

Specifications for Security Stick Vehicle Parking Decal

The stickers are to be a *destructible*, pressure sensitive type for application to a vehicle windshield to be viewed from the outside looking through the glass.

Paper:

The base material is to be an opaque number one white book 70 pound (basis 25 x 38-500) with fluorescent brighteners. The paper measured without adhesive or liner is to be no thinner than .0040" nor thicker than .005". The back of the completed sticker must readily accept all writing with typewriter, ballpoint pen or pencil.

Adhesives:

A high strength transparent acrylic, pressure sensitive adhesive .001" thick. The adhesive must be long aging giving a permanent bond to flat or curved glass surface. The adhesive must have excellent initial tack and high solvent resistance. The adhesive is to be placed over the sticker portion only.

Liner:

The protective liner, which is placed over the adhesive, is to be an easy release, silicone treated Glassine, liner must have low elongation and high strength and must be translucent so that all face printing, numbers and colors can be easily read without removing or lifting the liner. An opaque liner is not acceptable. The liner, as well as the base material, must not wrinkle in changing humidity and must stay flat at all times. Liner and adhesive must cover the entire face of the sticker portion. The liner must be furnished cleanly slit for easy removal.

Ink:

All printing, number, and design work on the stickers shall be done using sun resistant inks which will stay in good legible condition for a minimum of one year after application.

No Bar Code Numbering:

Destructibility:

The stickers furnished must be a destructible type. Once properly applied, the stickers must attain a tight enough bond to the windshield that it will remain affixed for one year or until it is intentionally or manually removed. After the sticker has been applied and a reasonable setup time has lapsed, the sticker must provide a durable bond to a curved windshield and resist illegal transfer to the satisfaction of the using agency.

Numbering:

The consecutive number shall be 3/8" high, bold type face. Erasures, strikeouts and misprints will not be acceptable. Guaranteed no missing or duplicate numbers on all permits are required. Listing missing numbers is not acceptable.

Packaging:

Stickers are to be shrink-wrapped in clear security mark film imprinted with the name of the sticker manufacturer. The sticker shall be packaged in durable corrugated cartons. The inside carton shall be of the sufficient depth to be flush with the level of the stickers that are contained there. All shipping cartons must be labeled with the quantity and numbering sequence of stickers that are contained in each. All cartons must be sealed with safety tape imprinted with the name of the sticker manufacturer.

Specifications for Motorcycle/Bicycle Sticker Decal

Plastic stickers are for exterior use specifically on surfaces of bare or painted metal, vitreous enamel, glass and painted wood.

The stickers shall be manufactured from special .0025 destructible vinyl sheeting.

The adhesive on the back of the stickers shall be of a special formulated pressure sensitive adhesive which requires no water, solvent, or other wetting agent for activation. The adhesive shall be of a permanent type and not affected by extreme heat or cold. The pressure sensitive adhesive shall have a protective liner placed over it, which will also serve as a carrier sheet.

The stickers can be quickly and effectively applied after removal of the protective liner.

Printing and design work on the face of the stickers shall be done using sun resistant inks that will remain legible for a period of one year after application.

After printing and numbering the entire surface of each sticker shall be covered with a high gloss transparent clear coating to add sun and weather resistance.

The stickers must withstand tests of destructibility after applications. Once applied, stickers shall attain such a tight bond to the surface that it will remain affixed until it is intentionally or manually removed. If an attempt is made to transfer the sticker it shall be destroyed through tearing or distortion.

The adhesive bond shall remain permanent for a minimum period of one year after application.

Packaging for ALL Decals:

Stickers are to be shrink-wrapped in clear security mark film imprinted with the name of the sticker manufacturer. The sticker shall be packaged in durable corrugated cartons. The inside carton shall be of the sufficient depth to be flush with the level of the stickers that are contained therein. Each inside carton, as well as all shipping cartons, must be labeled with the quantity and numbering sequence of stickers that are contained in each. All inside boxes and shipping cartons must be sealed with safety tape imprinted with the name of the sticker company.

Special Specifications for Decals/Hangtags

Commercial Standing:

The successful vendor must have the capability to furnish color key proofs, transparent positive, etc. to ensure accurate production of hangtags, as well as correct alignment of computer generate copy. Color proofs will be required prior to printing.

The successful vendor must have an assigned account representative available to assist the Southeastern Louisiana University in coordinating all phases of actual production and delivery of the finished product. This representative may be required to travel to the University at no additional cost to the Southeastern Louisiana University for any meetings necessary to finalize the specifications, preparation of proofs, etc. *The vendor will also be required at no additional cost to either transport or have transported the proofs, samples for testing, or any additional support services that are directly related to the printing of parking hangtags or any other items or services covered by this contract.*

Since the decals have monetary value, the bidder must take every precaution to protect them from all hazards. Proper security measures and adequate supervision must be provided to assure that all items are printed and delivered without duplicate or missing numbers.

Inadequate facilities to comply with all of the above provisions and all specifications will be grounds for rejection of a bid and could result in removal from the bid list. The University will be the sole judge of equal quality in bids submitted. *The University reserves the right to decline to consider any proposal submitted by any bidder who has been in default on any prior contract or has failed to perform satisfactorily the requirements of such contract.*

Bidder qualification data:

Bidder qualification data: If necessary to evaluate bidder qualifications, bidders may be required to furnish information on the below items:

- Financial Resources
- Personnel Resources
- Executives or Key Person Requirements
- Ability to meet delivery schedule
- Ability to meet specifications

Bid evaluation criteria:

Bidder evaluation criteria: The evaluation of this bid will be based upon the below criteria:

- Past performance of bidder
- Ability to meet specifications
- Pricing
- Ability to meet delivery date
- Responsiveness to bid terms and conditions

SPECIFICATIONS FOR "YELLOW TEMPORARY" PERMIT

Stock: Machine West Strength white tag or equal with high holding endurance and strength. It shall be a completely dispersed stock for a well-closed sheet. All hangtags are to have the Square Bump Hook as indicated.

YELLOW TEMPORARY PARKING PERMIT

Temporary Parking Permit / 110# White 14 pt Uncoated stock /
3" X 5.25" Round Corners / Prints 2 sides / 1 kind /
White Stock Color Tinted Yellow / Black Copy / Black 3/8" Figs.

SPECIFICATIONS FOR "TEMPORARY" PERMIT

Stock: Machine West Strength white tag or equal with high holding endurance and strength. It shall be a completely dispersed stock for a well-closed sheet. All hangtags are to have the Square Bump Hook as indicated.

BLUE TEMPORARY HANDICAPPED PARKING PERMIT

Temporary Handicapped Parking Permit / 110# White 14 pt Uncoated stock /
3" X 4 1/2" Round Corners / Prints 2 sides / 1 kind /
White Stock Color Tinted Blue/Black Copy / Black 3/8" Figs

DARK GREY TEMPORARY COMMUNITY MUSIC PARKING PERMIT

Temporary Community Music Parking Permit / 110# White 14 pt Uncoated stock /
3" X 4 1/2" Round Corners / Prints 2 sides / 1 Kind /
White Stock Color Tinted Grey / Black Copy / Black 3/8" Figs

RED TEMPORARY SPEECH CLINIC PARKING PERMIT

Temporary Speech Clinic Parking Permit / 110# White 14 pt Uncoated stock /
3" X 4 1/2" Round Corners / Prints 2 Sides / 1 Kind /
White Stock Color Tinted Red / Black Copy / Black 3/8" Figs


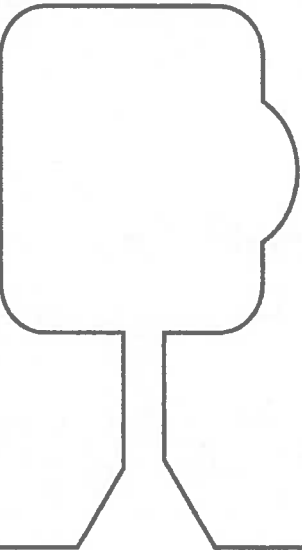
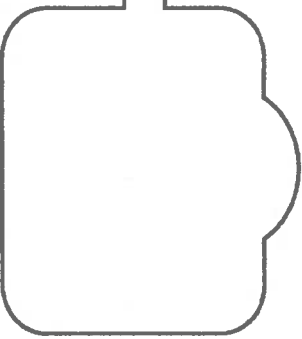

GREEN TEMPORARY SPECIAL MEDICAL PARKING PERMIT

Green Special Medical Hang-tag / 110# White 14 pt Uncoated stock /
3" X 4 1/2" Round Corners / Prints 2 sides / 1 Kind /
White Stock Color Tinted Green / Black Copy / Black 3/8" Figs

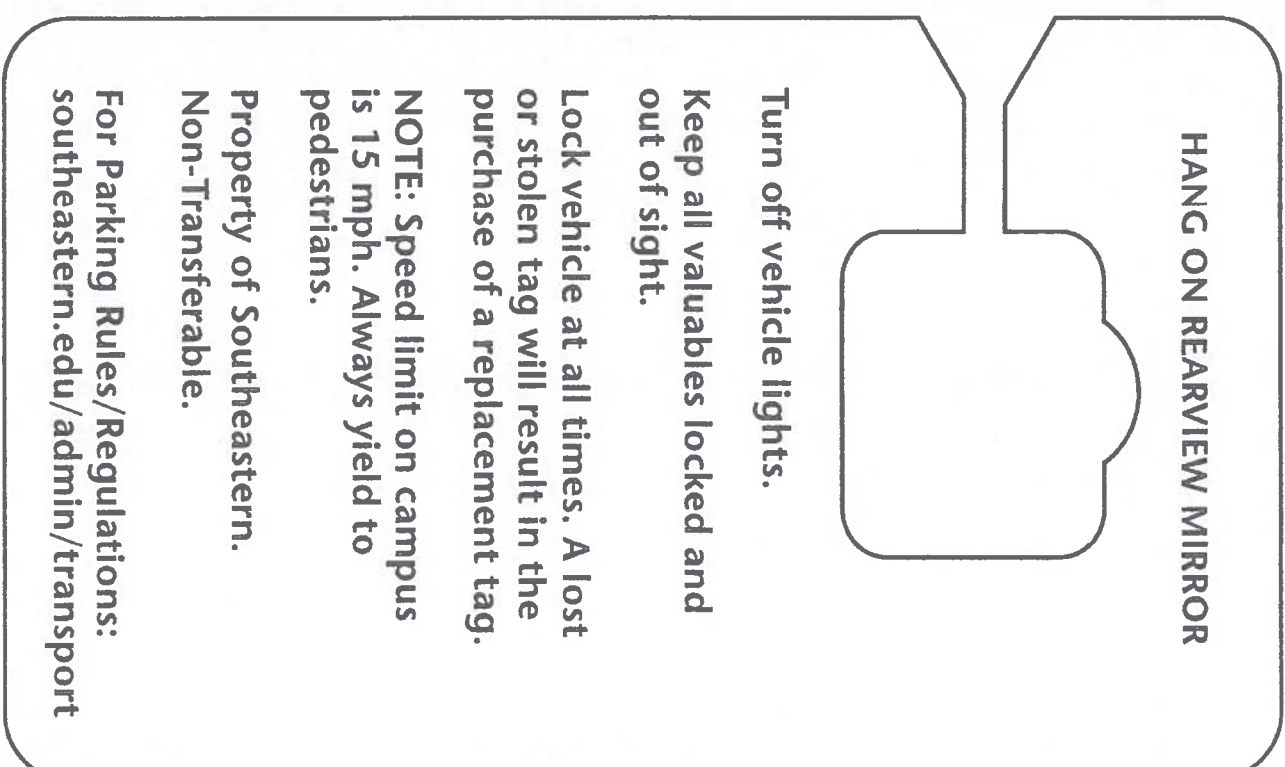
White TEMPORARY REC PARKING PERMIT

White Rec Hangtag Hang-tag / 110# White 14 pt Uncoated stock /
3" X 4 1/2" Round Corners / Prints 2 sides / 1 Kind /
White Stock Color colored green / Black Copy / Black 3/8" Figs

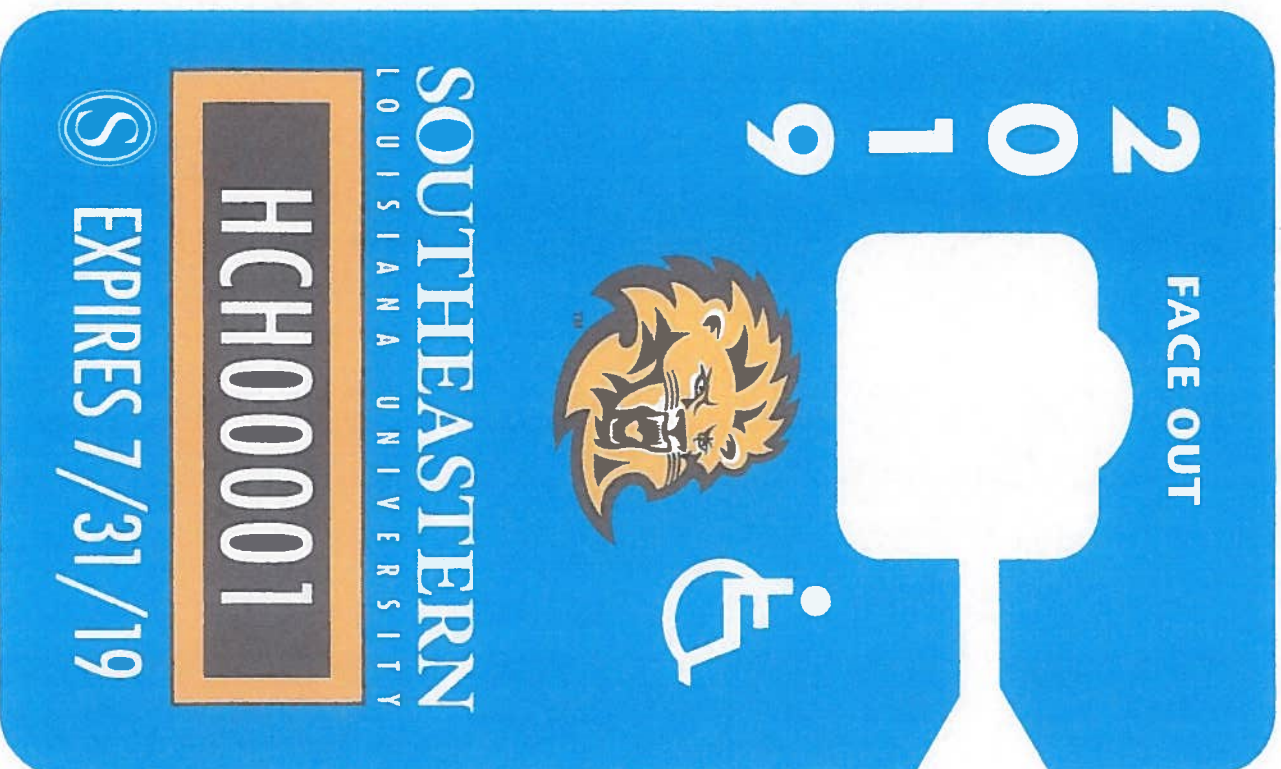
1. Faculty/Staff tag

<div><div>2019</div><div></div><div><div>FACE OUT</div><div></div></div></div> <div><div>HANG ON REARVIEW MIRROR</div><div></div><div><p>Turn off vehicle lights.</p><p>Keep all valuables locked and out of sight.</p><p>Lock vehicle at all times. A lost or stolen tag will result in the purchase of a replacement tag.</p><p>NOTE: Speed limit on campus is 15 mph. Always yield to pedestrians.</p><p>Property of Southeastern.</p><p>Non-Transferable.</p><p>For Parking Rules/Regulations: southeastern.edu/admin/transport</p></div></div>	<div><div>SOUTHEASTERN LOUISIANA UNIVERSITY</div><div>FSH00001</div><div><div>EXPIRES 7/31/19</div></div></div>
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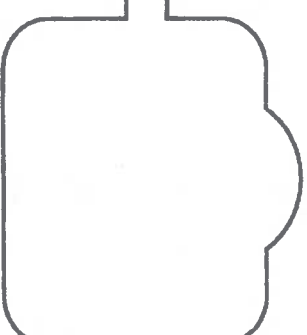
2. Forever Hangtags (347 green striped)



3. Handicapped tag (2925 blue)



HANG ON REARVIEW MIRROR



Turn off vehicle lights.

Keep all valuables locked and out of sight.

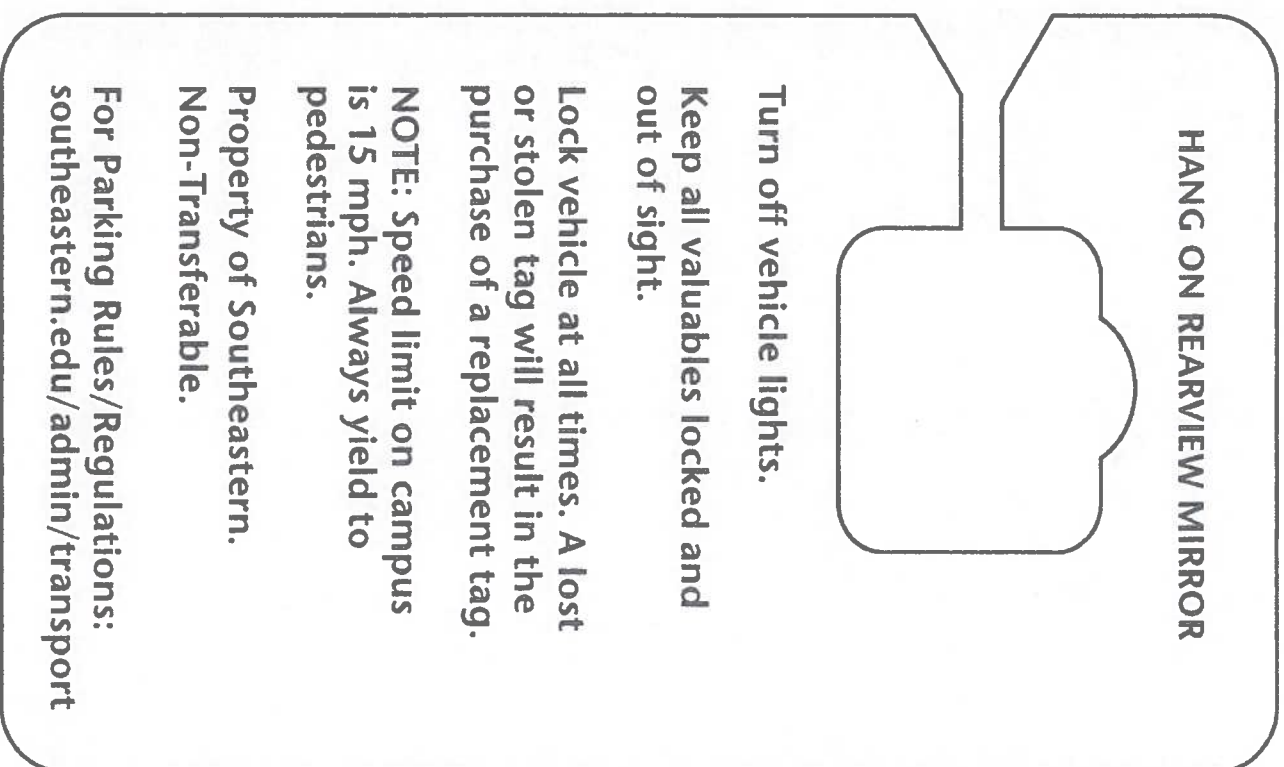
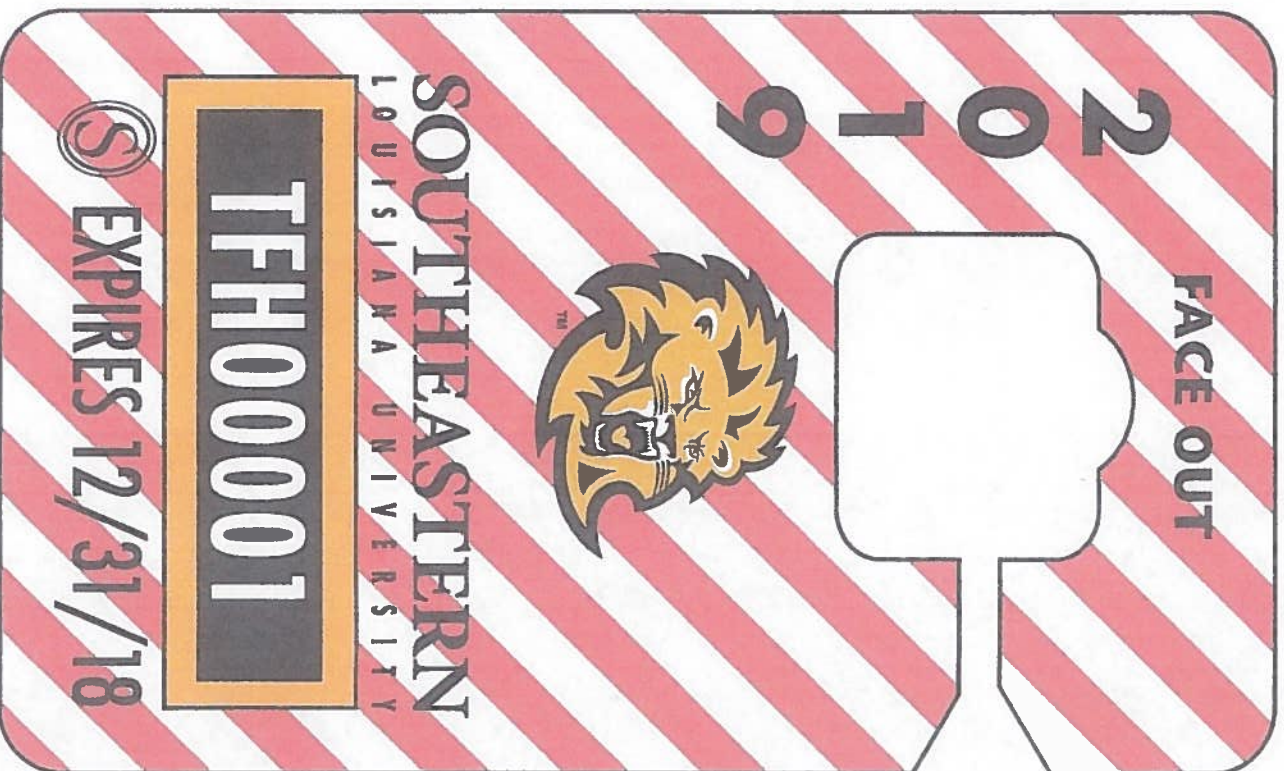
Lock vehicle at all times. A lost or stolen tag will result in the purchase of a replacement tag.

NOTE: Speed limit on campus is 15 mph. Always yield to pedestrians.

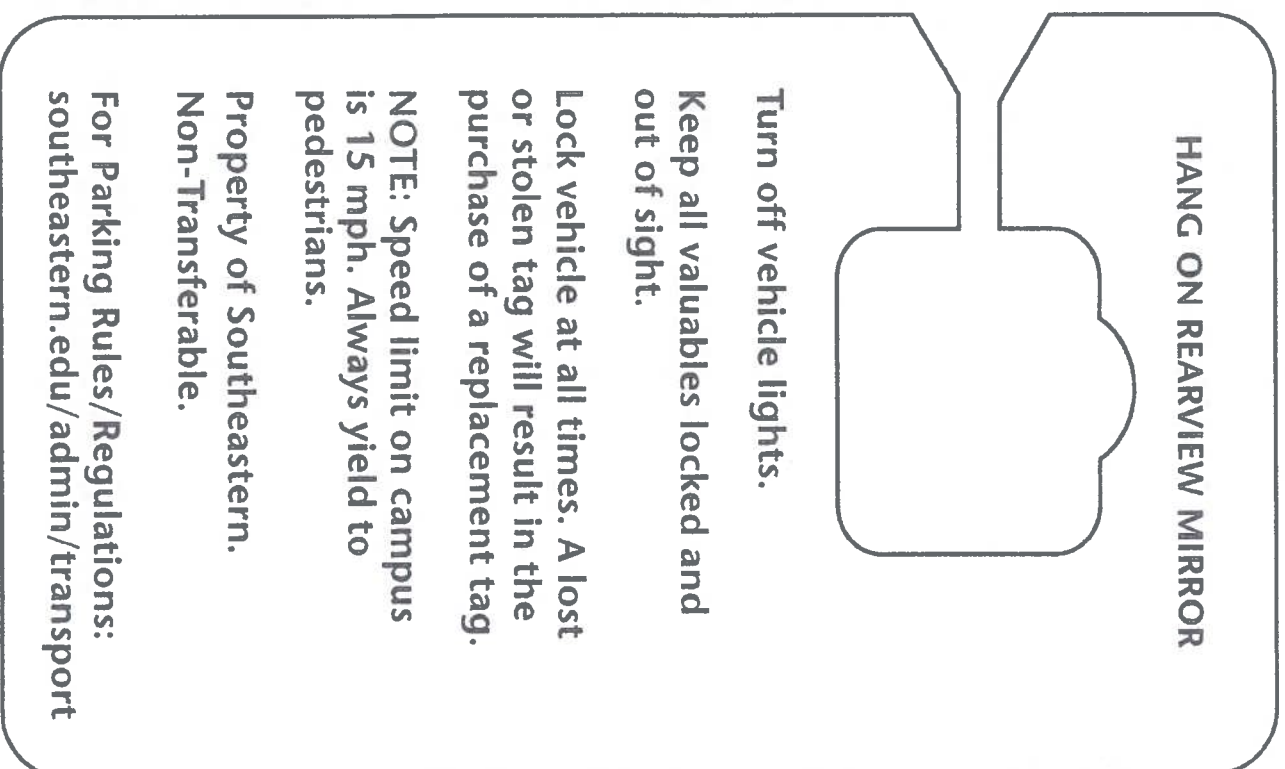
Property of Southeastern.
Non-Transferable.

For Parking Rules/Regulations:
southeastern.edu/admin/transport

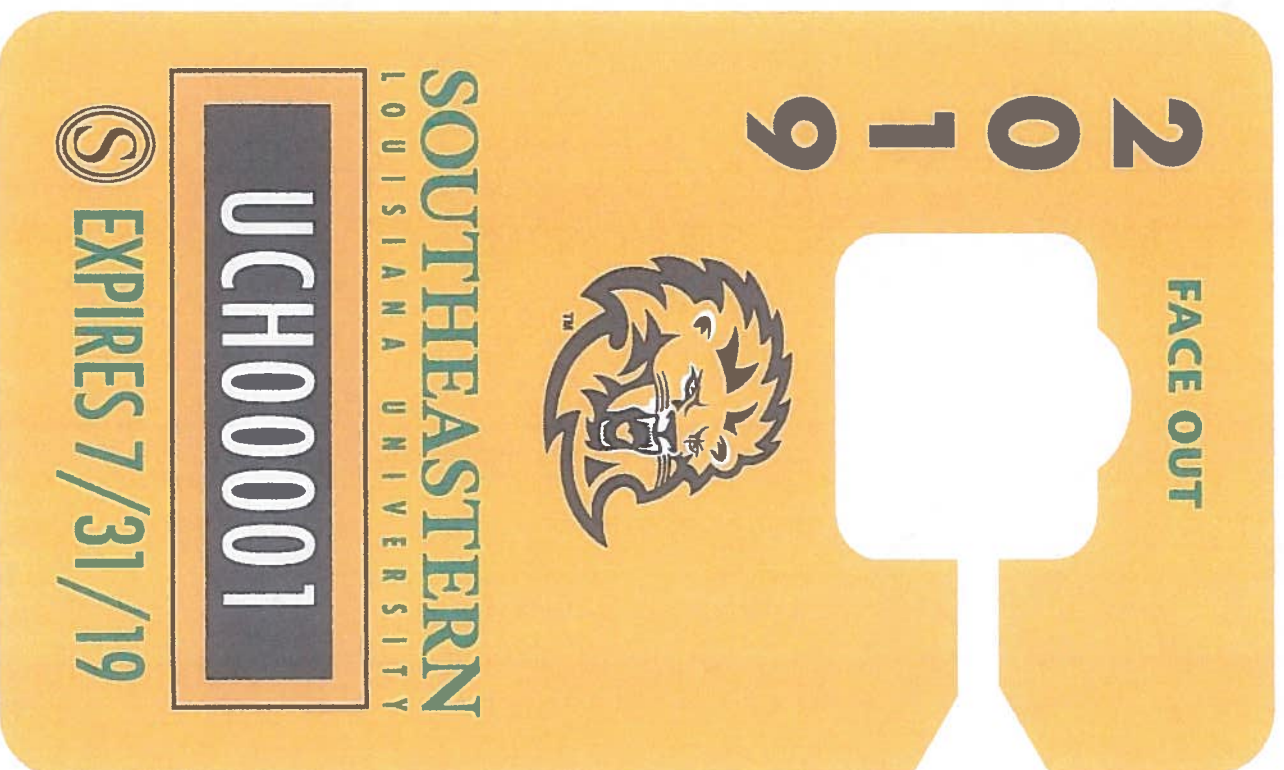
4 a. Temp Faculty/Staff tag (186 red striped)



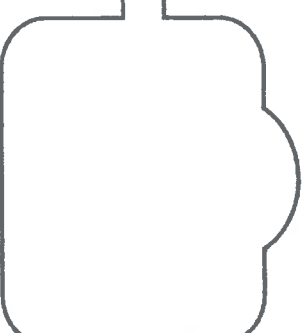
4b. Temp Faculty/Staff tag (186 red striped)



5. Upperclass commuter tag (123 gold)



HANG ON REARVIEW MIRROR



Turn off vehicle lights.

Keep all valuables locked and out of sight.

Lock vehicle at all times. A lost or stolen tag will result in the purchase of a replacement tag.

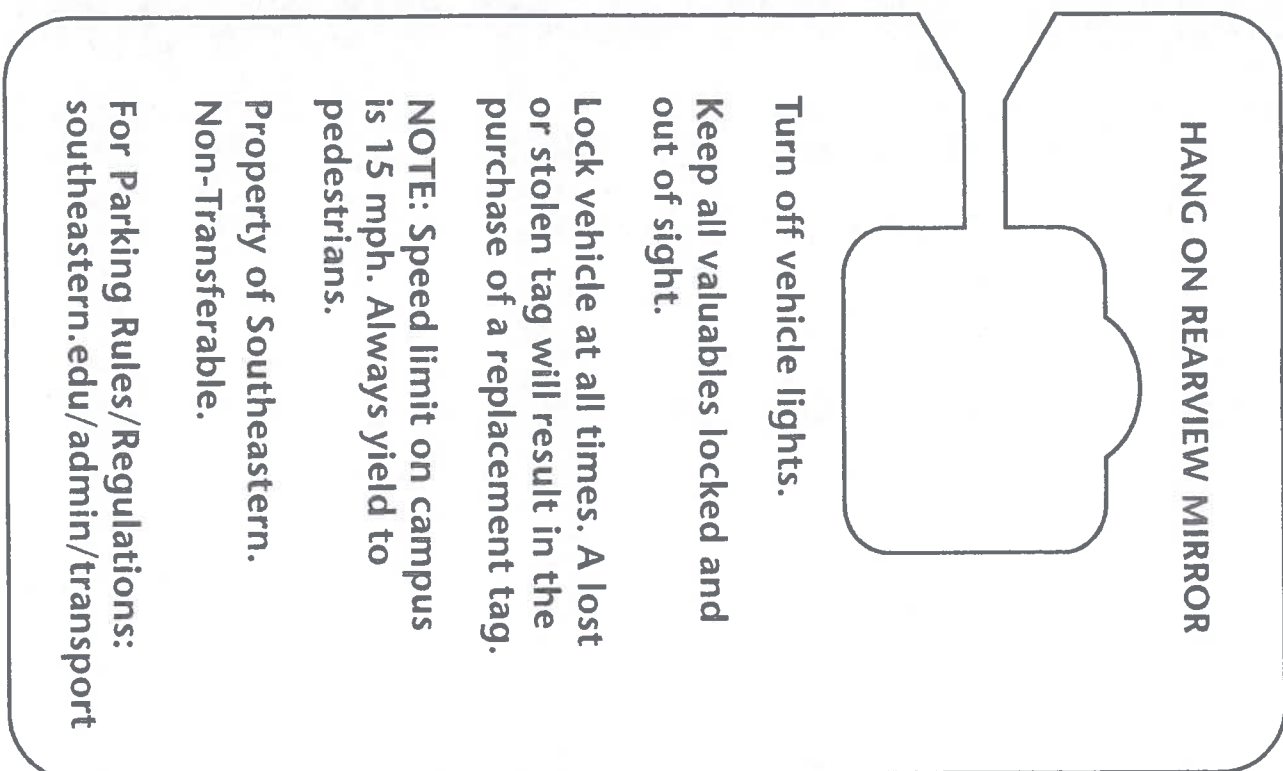
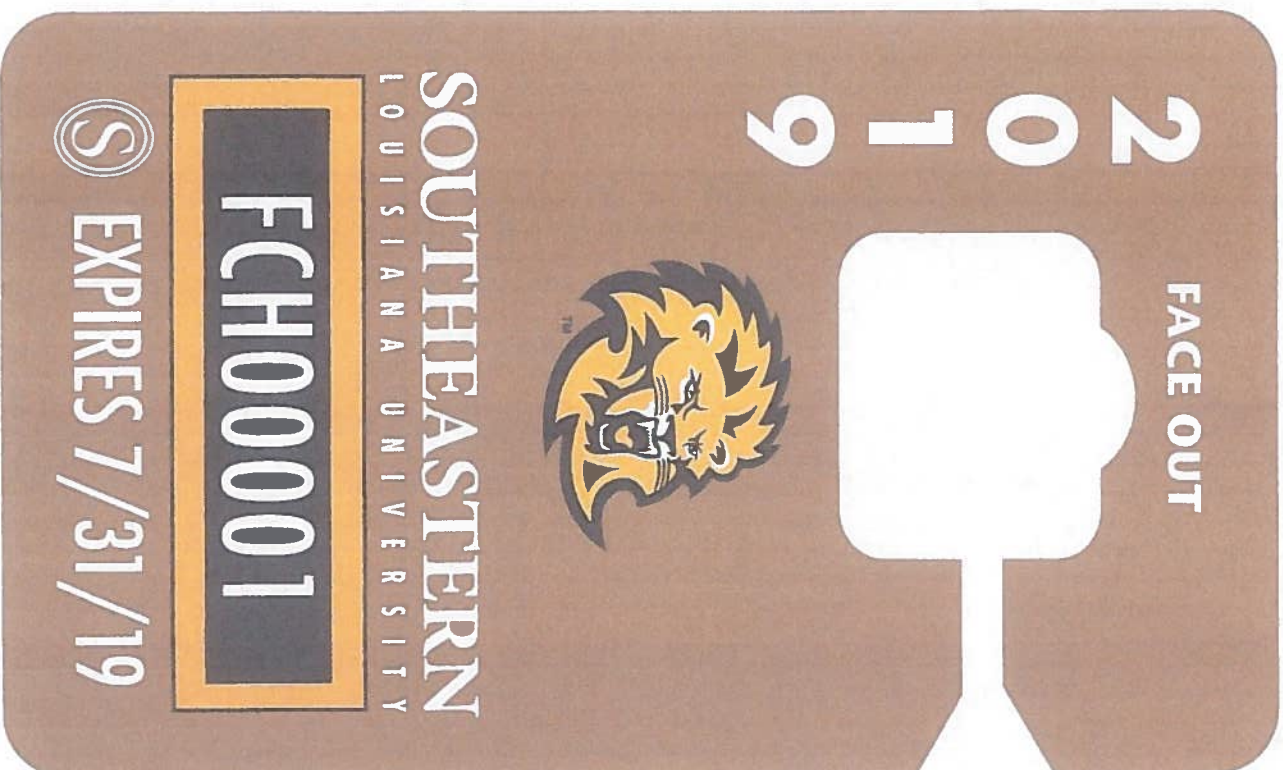
NOTE: Speed limit on campus is 15 mph. Always yield to pedestrians.

Property of Southeastern.

Non-Transferable.

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6. Freshman commuter tag (464 brown)



HANG ON REARVIEW MIRROR

Turn off vehicle lights.

Keep all valuables locked and out of sight.

Lock vehicle at all times. A lost or stolen tag will result in the purchase of a replacement tag.

NOTE: Speed limit on campus is 15 mph. Always yield to pedestrians.

Property of Southeastern.

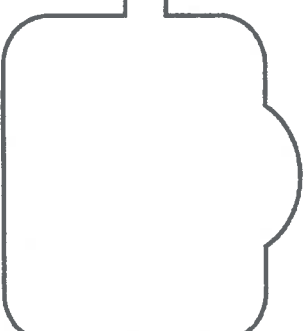
Non-Transferable.

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7. All Parktag (347 green / 123 gold striped)



HANG ON REARVIEW MIRROR



Turn off vehicle lights.

Keep all valuables locked and out of sight.

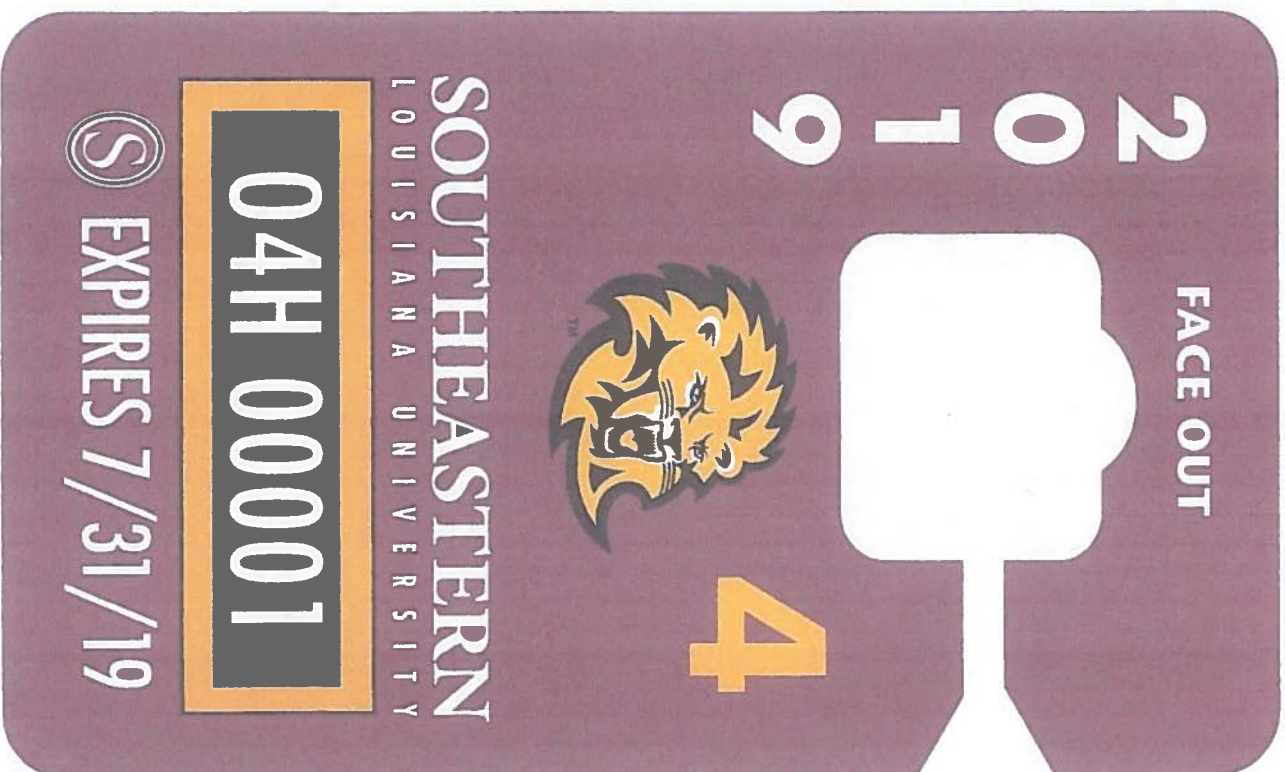
Lock vehicle at all times. A lost or stolen tag will result in the purchase of a replacement tag.

NOTE: Speed limit on campus is 15 mph. Always yield to pedestrians.

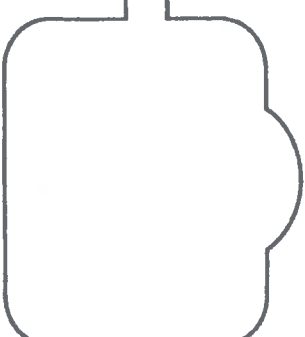
Property of Southeastern.
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8a. Residential Life #4 tag (209 red)



HANG ON REARVIEW MIRROR



Turn off vehicle lights.

Keep all valuables locked and out of sight.

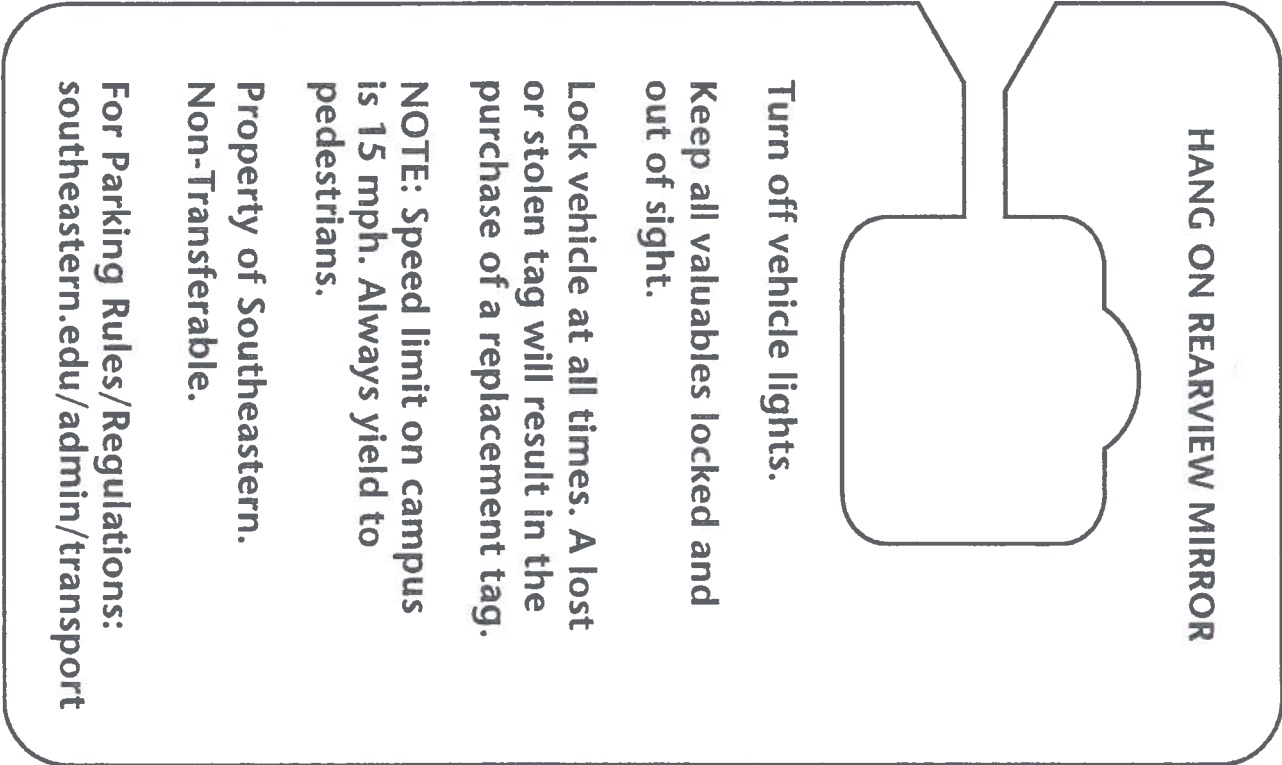
Lock vehicle at all times. A lost or stolen tag will result in the purchase of a replacement tag.

NOTE: Speed limit on campus is 15 mph. Always yield to pedestrians.

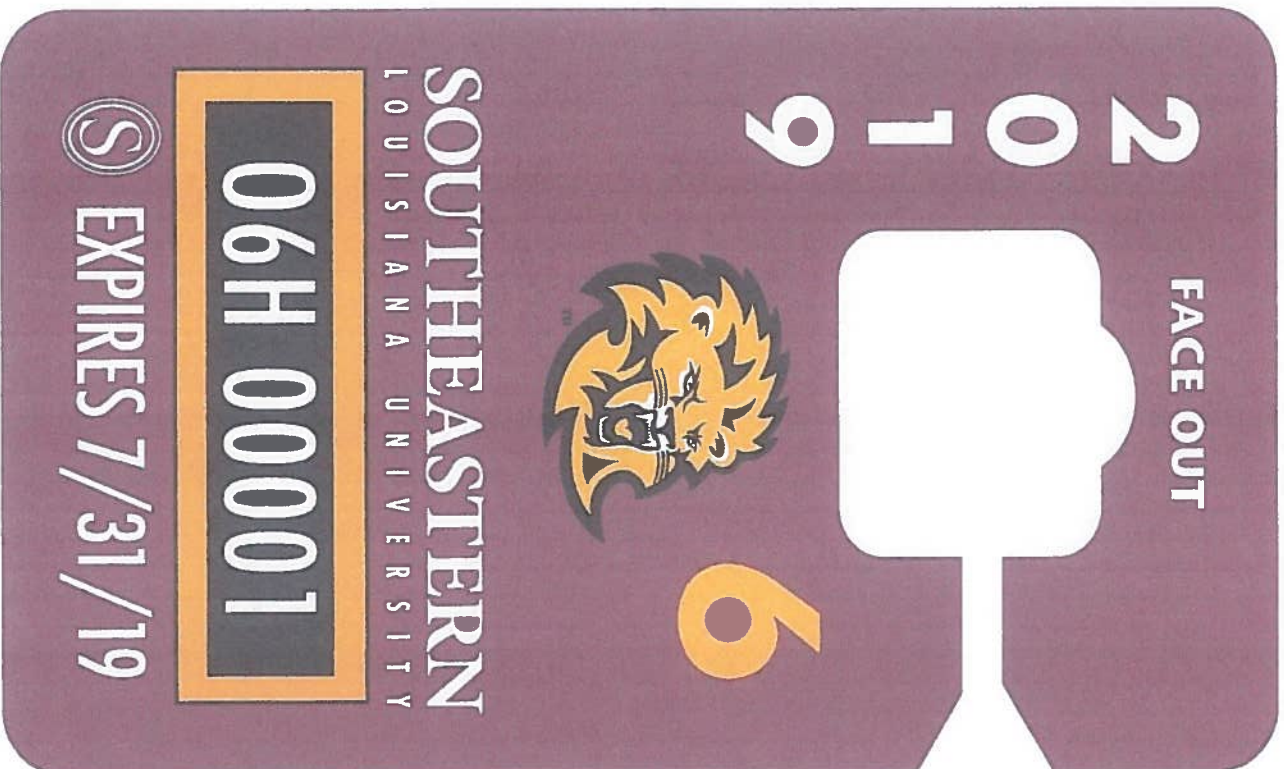
Property of Southeastern.
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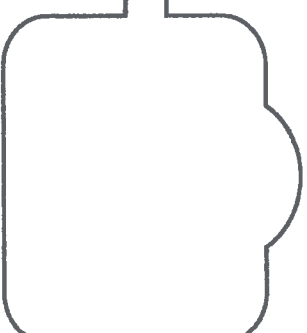
8b. Residential Life #5 tag (209 red)



8c. Residential Life #6 tag (209 red)



HANG ON REARVIEW MIRROR



Turn off vehicle lights.

Keep all valuables locked and out of sight.

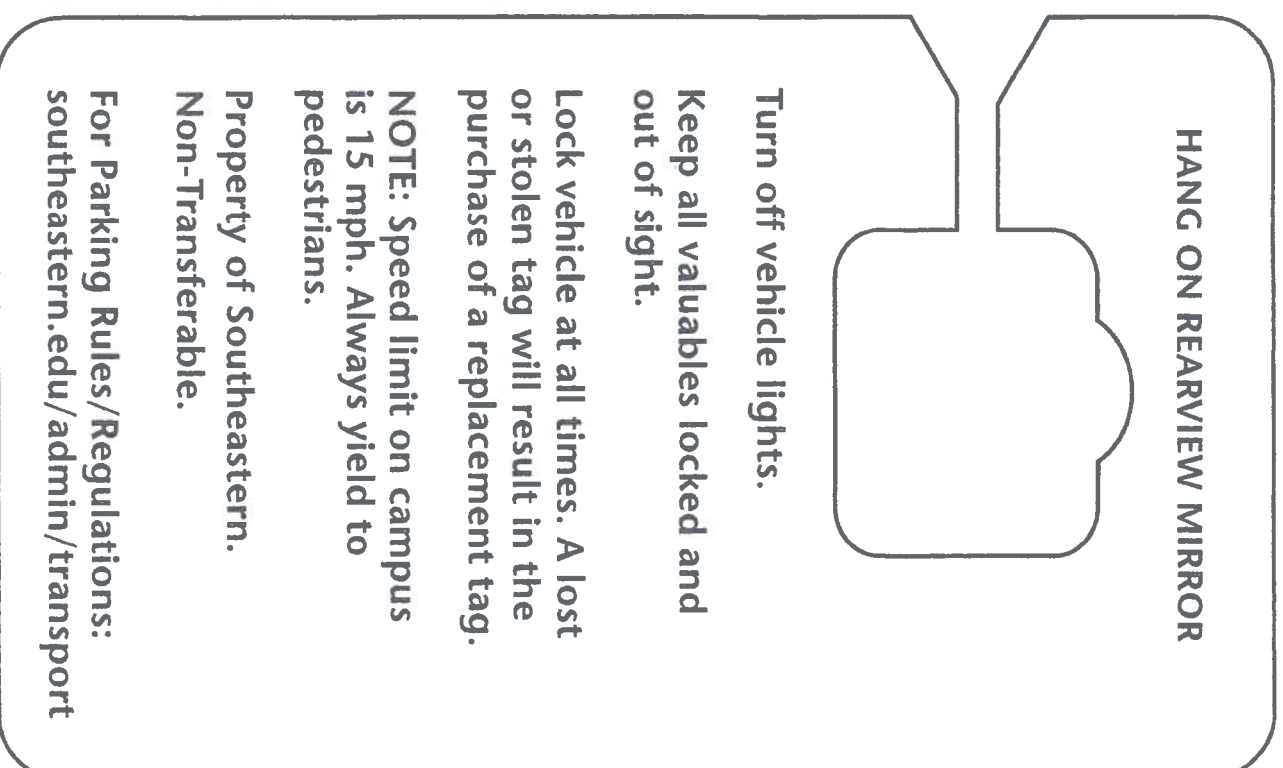
Lock vehicle at all times. A lost or stolen tag will result in the purchase of a replacement tag.

NOTE: Speed limit on campus is 15 mph. Always yield to pedestrians.

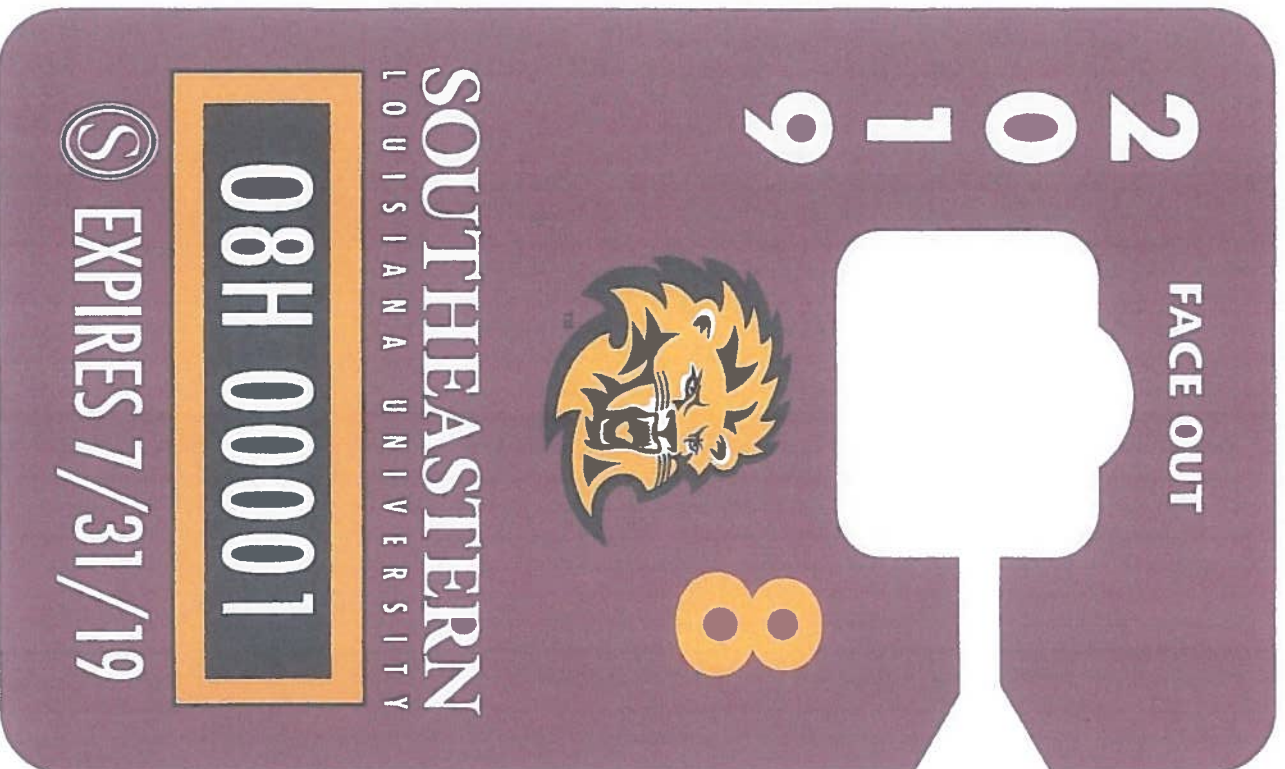
Property of Southeastern.
Non-Transferable.

For Parking Rules/Regulations:
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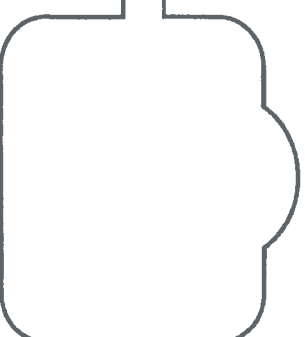
8d. Residential Life #7 tag (209 red)



8e. Residential Life #8 tag (209 red)



HANG ON REARVIEW MIRROR



Turn off vehicle lights.

Keep all valuables locked and out of sight.

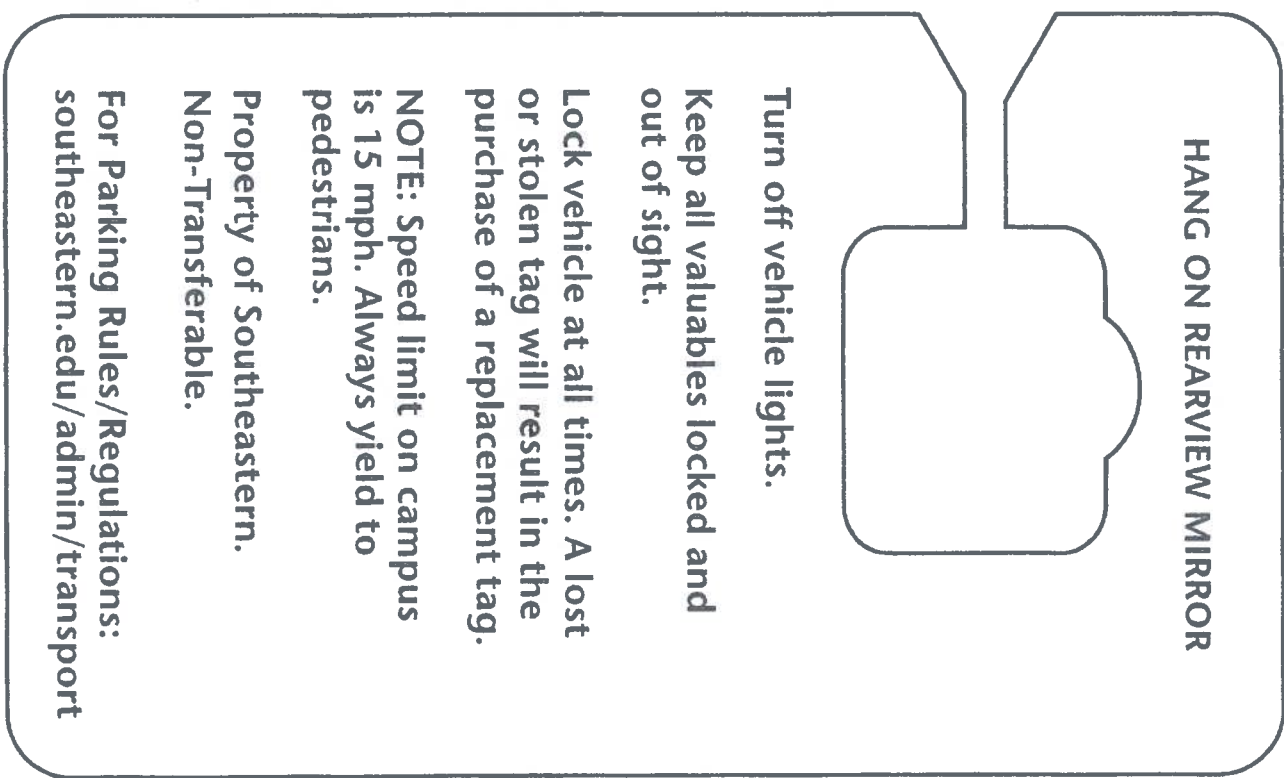
Lock vehicle at all times. A lost or stolen tag will result in the purchase of a replacement tag.

NOTE: Speed limit on campus is 15 mph. Always yield to pedestrians.

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8f. Residential Life #9 tag (209 red)

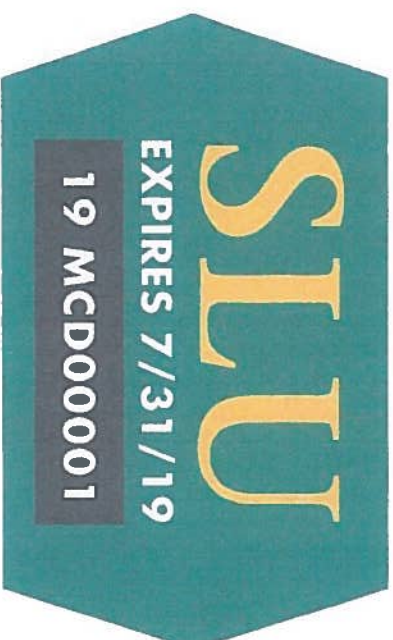


q. Faculty/Staff decal



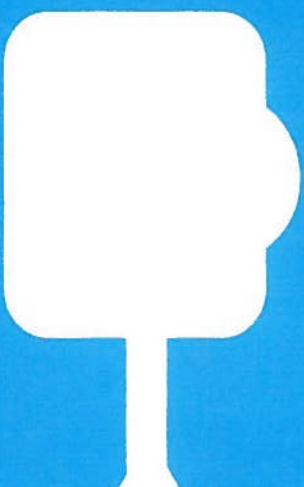

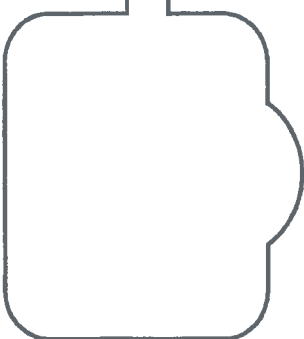
10. Forever Decal (not shown)

11. Motorcycle decal (342 green and 123 gold)

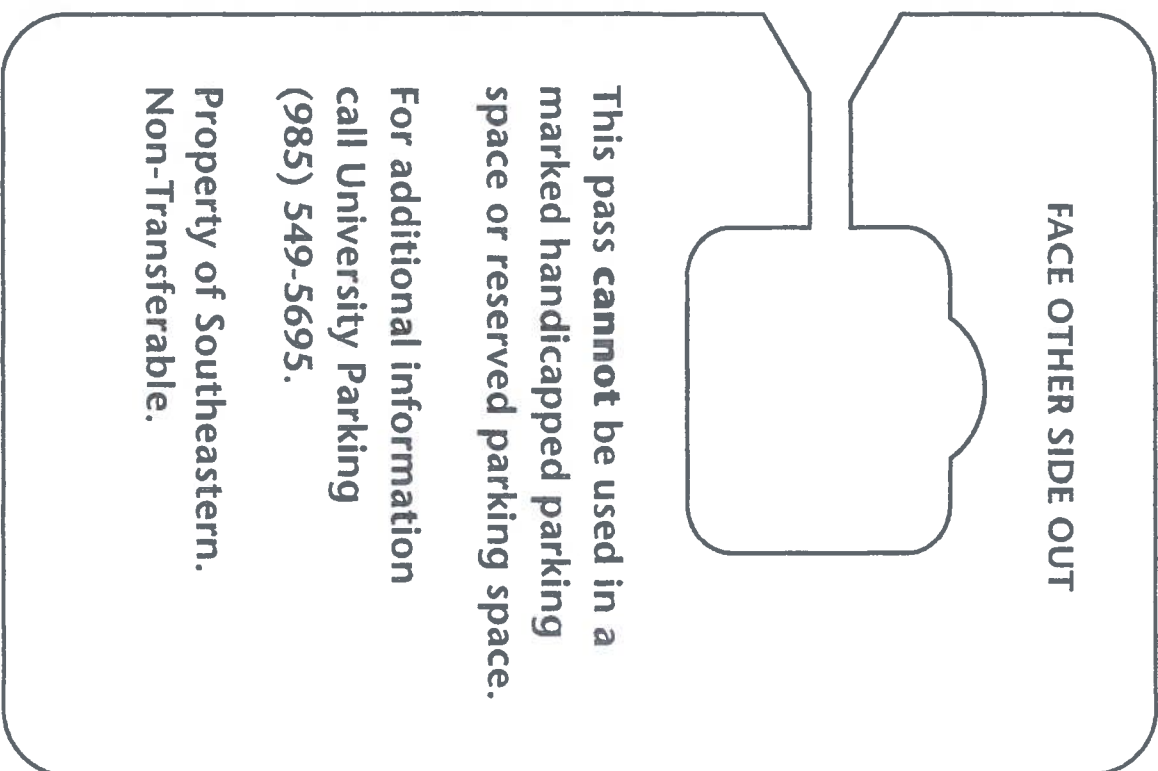


12. Bicycle Decal (not shown)

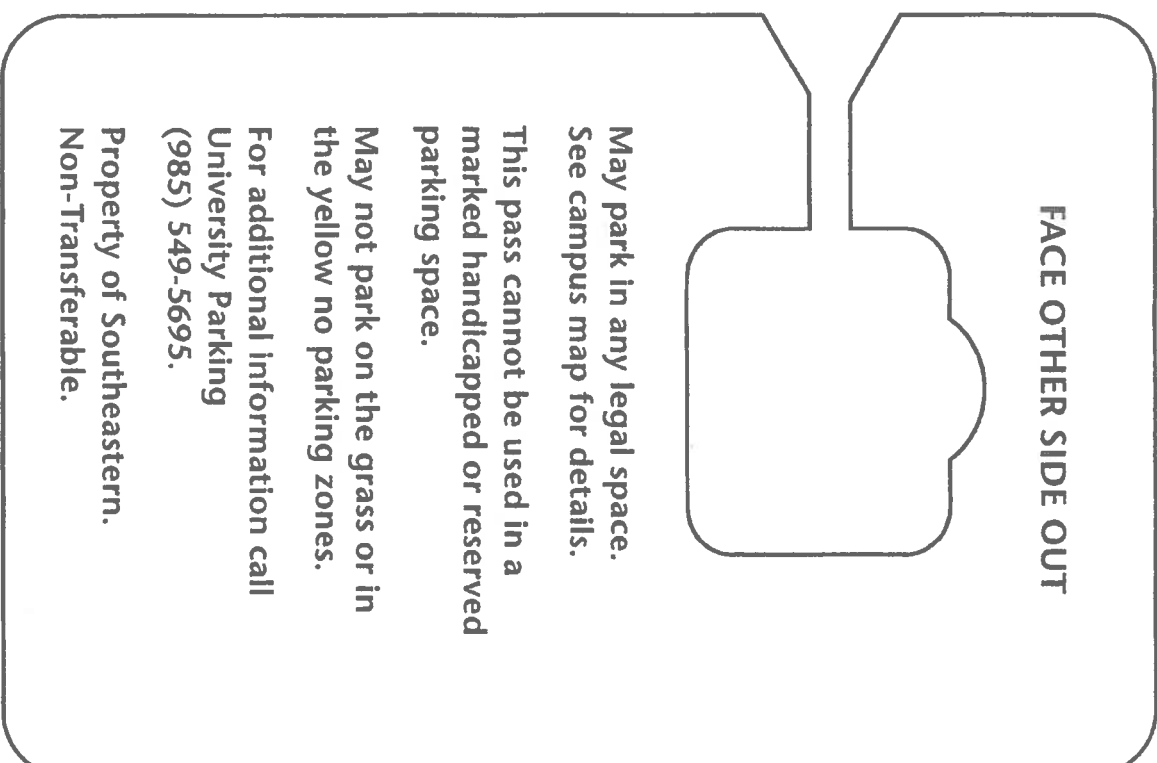
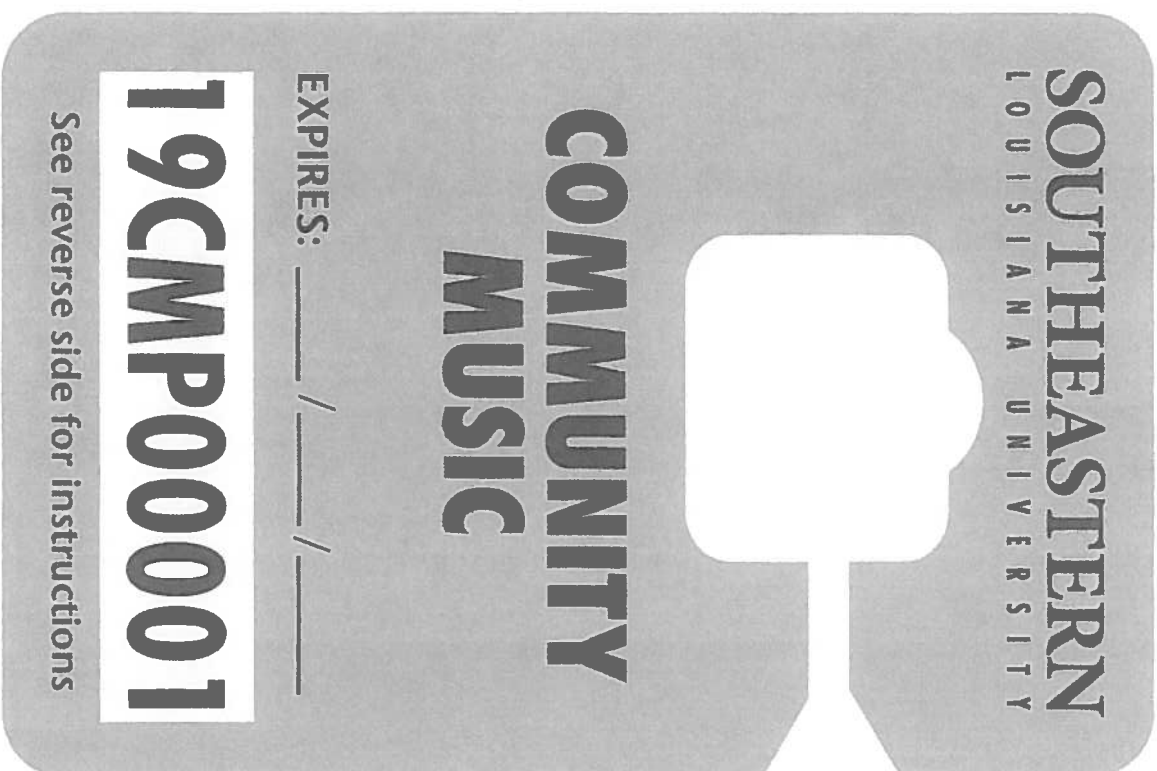
14. Temp Handicapped tag (2925 blue)

<p>SOUTHEASTERN LOUISIANA UNIVERSITY</p>  <p>TEMPORARY HANDICAPPED PARKING PERMIT</p>  <p>EXPIRES: ____ / ____ / ____</p> <p>19THP00001</p> <p>See reverse side for instructions</p>	<p>FACE OTHER SIDE OUT</p>  <p>This pass cannot be used in a marked handicapped parking space or reserved parking space without a state issued handicapped plate/placard.</p> <p>For additional information call University Parking (985) 549-5695.</p> <p>Property of Southeastern. Non-Transferable.</p>
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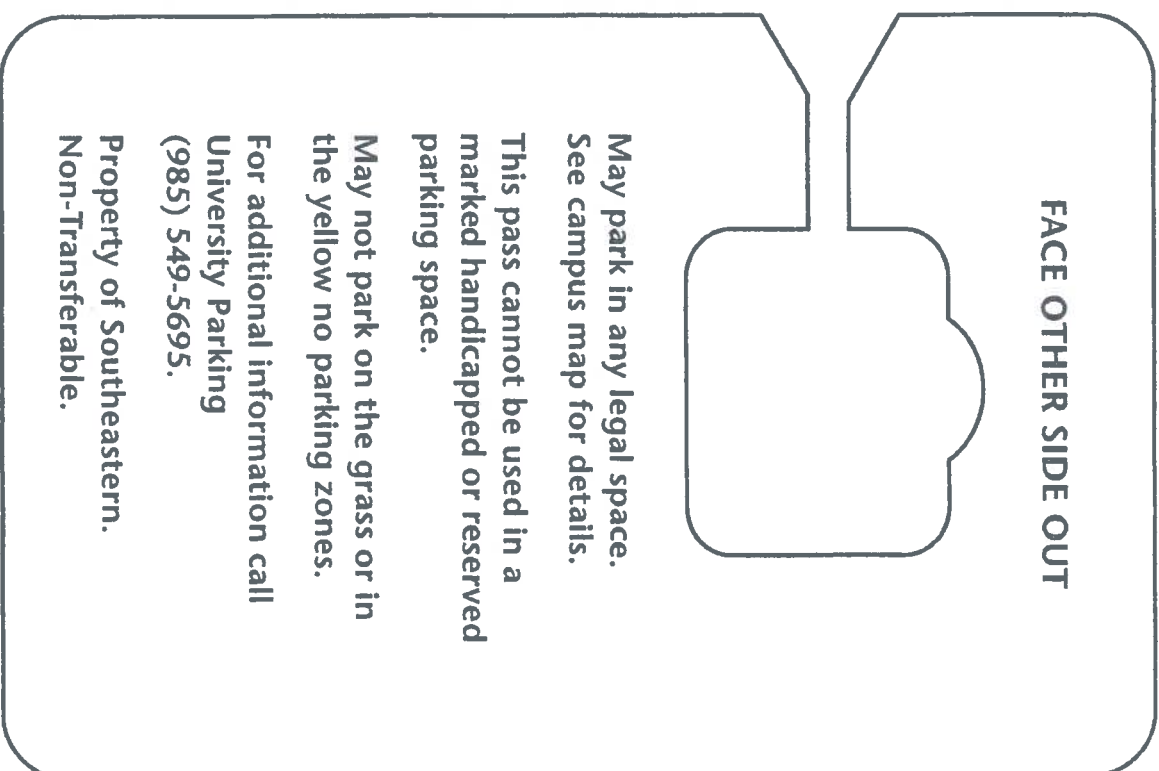
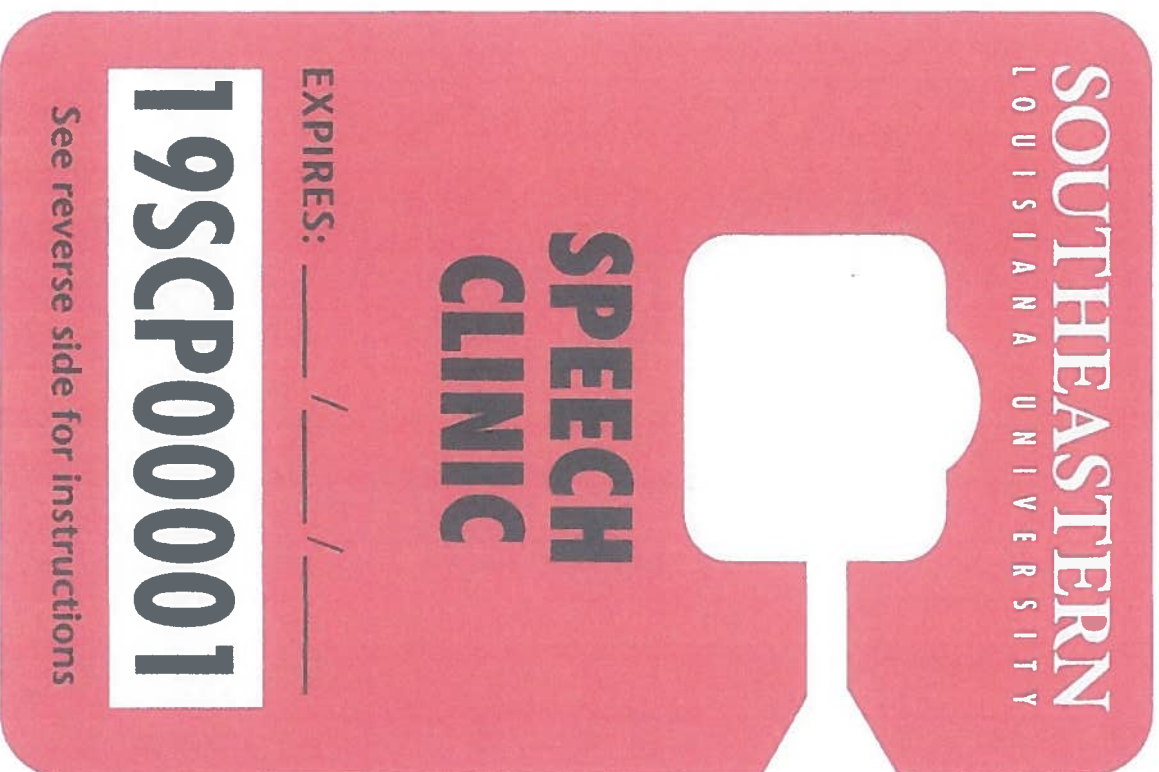
15. Special Medical tag (347 green)



16 Temp Music tag (429 gray)



17. Temp Speech tag (186 red)



18. Temporary REC Permit (not shown)

19. Contractors tag (151 orange striped)

